

**U.S. ENVIRONMENTAL PROTECTION AGENCY
REGION 5
STATEMENT OF WORK**

**Tribal Drinking Water System
Technical Assistance and Capacity Development
For Tribal Water Systems in Minnesota
September 20, 2010**

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Part I: Title/Introduction: The contractor shall provide technical assistance and capacity development services for Tribal public water systems in Minnesota. The contractor shall work with the tribes to develop the necessary technical, managerial, and financial capacity for tribal public water system (PWS) utility organizations located within the State of Minnesota to achieve compliance with the Safe Drinking Water Act.

Background: The Safe Drinking Water Act (Section 1452(a) and (i) and Section 1420) encourages PWS regulatory agencies to ensure that all new community or non-transient, non-community water systems commencing operation after October 1, 1999, demonstrate technical, managerial, and financial capacity with respect to the national primary drinking water regulations. The tribal PWS regulatory program in EPA Region 5 is implemented by the Water Division.

Since the agency is responsible for the direct implementation of the Public Water Supply Supervision Program, it may be necessary for the contractor to provide personnel who can make site visits to the various PWSs or to conduct meetings with Minnesota's state and local environmental or public health officials. The work may include technical assistance visits to correct a number of compliance issues that the PWSs have identified. Other types of technical assistance may include assisting the tribes with capacity development, mapping projects, and safety plans.

Scope: The contractor shall provide all labor, supervision, supplies, materials, and equipment to provide technical assistance and other services to the eleven tribes located in the State of Minnesota (Appendix B). The contractor shall provide technical assistance by working with the tribes to bring the PWS in compliance with the Safe Drinking Water Act. The EPA Project Officer (EPA PO) will issue technical direction to the contractor, describing the type of work to be performed and the location of the work. The contractor may be required to work with individuals or groups.

The contractor may provide opinions, recommendations, or suggestions to the Agency for consideration. The Agency will make all final decisions related to these opinions, recommendations, or suggestions, as well as work products subject to Agency review and approval. The contractor shall not interpret Agency policy or regulations. The EPA Project Officer will issue technical direction outlining the work to be performed at each site under this task order. The contractor shall not perform work unless it has been requested by the EPA PO.

The contractor shall provide a dedicated technical assistance field representative in the state in which the work is to be performed. This individual must have the ability to respond to work

requests for site specific assistance within 48 hours in most cases. When the Agency has a need for the field representative to respond in less than 48 hours, this requirement will be included in the technical direction. The technical assistance field representative shall be capable of collecting PWS inventory information on new or modified systems and conduct sanitary surveys, either alone or in conjunction with Indian Health Service (IHS), tribal, or Environmental Protection Agency (EPA) personnel. The contractor shall use the EPA designated forms (Appendix D) and E) to report on these work activities.

Applicable Documents: The following documents apply to the requirements of this Performance Work Statement:

1. Personnel Qualifications (Appendix A)
2. Minnesota Tribal Locations (Appendix B)
3. Cross Connection Control Project Guidance (Appendix C)
4. Water System Inventory Form (Appendix D)
5. Sanitary Survey Form (Appendix E)
6. Quality Assurance Surveillance Plan (Appendix F)
7. Water Loss Control Project Guidance (Appendix G)
8. Water Loss Tracking Example (Appendix H)
9. Active Tribal Public Water System Report (Appendix I)
10. Energy Assessment Checklist (Appendix J)

Part II - Work Requirements

Task 1 - Technical Assistance: The contractor shall provide technical assistance to tribal utilities to assist in the correction of problems or deficiencies identified by monitoring and reporting results or sanitary surveys. The contractor shall assist the tribes to correct deficiencies that are preventing the effective management and operation of their PWS. Examples of this type of work include, but are not limited to:

- Work with water system personnel to bring the PWS into compliance, including disinfection of the system.
- Work with operators with troubleshooting contamination problems.
- Provide assistance and maintenance support to operators to ensure the efficient operation of the PWS.
- Work with the PWS to ensure accurate record keeping and reporting.
- Work with the operators to install equipment and/or troubleshoot items such as turbidimeters and chlorinators and provide support for the calibration and maintenance of this equipment.

- Provide assistance with specific system needs and identified problems.
- Prepare or assist employees of regulated water systems with the preparation of drinking water samples, calendars, and site sampling plans.
- Emergency requests received directly from the tribes or IHS for assistance between the hours of 4:30 p.m. and 7:00 a.m. and weekends will be immediately reported to the EPA PO by phone. The PO will verbally approve the requests and issue a written work request for the emergency work on the next business day.

Task 2 - Capacity Development Initiative: The contractor shall meet with the appropriate personnel for each Tribe to verify capacity development (CD) needs including past Region 5 CD and training needs assessments. This work may include the need for a continuation of existing initiatives as identified by the EPA PO.

The Contractor shall visit all 11 tribes in accordance with the schedule provided by the EPA PO. The site visits shall include: identification or verification of the needed capacity development activities, communication with the appropriate tribal utility organization and other tribal, IHS, or EPA representatives, and taking photos of appropriate utility components. Any recommendations for system-specific CD activities shall be provided to the EPA PO. The EPA PO will prioritize the work to complete specific activities.

Capacity Development tasks shall include, but not be limited to, the following primary initiatives:

Subtask 1 - Public Water System Inventory Information Update: All Tribal water systems will receive an inventory. The inventory will include an on-site visit verifying the number and condition of the wells, treatment units, flow, population served, and current site sampling plans for TCR and LCR (assist if needed to update plans with system submitting updated plan to EPA). The inventory will also include scoring the systems with the appropriate state classification for public water systems and verifying certification level of the operators, as well as implementation status of source water protection programs. Detailed inventory information may be requested if the system is selected as part of the 2011 Drinking Water Infrastructure Needs Survey and Assessment.

Subtask 2 - Other Capacity Development Assistance: The contractor shall assist the tribal utility with other capacity development needs as identified by the EPA PO. As identified by the EPA PO, additional CD tasks such as reviewing or updating tribal utility ordinances, safety plans, budgets, developing/updating source water assessment and protection programs, cross connection control ordinances/implementation plans, utility energy assessments/audits,

water loss control implementation, or other needs.

Subtask 3 - Training Workshop(s): The contractor will provide a minimum of two 1 ½ day workshops for the Tribes. One workshop should be oriented toward Safe Drinking Water Act new rules, reporting and compliance; and one workshop toward basic operator skills needed to obtain/upgrade certification. Other topics may include routine maintenance, troubleshooting, energy management, water loss/accountability and other technical topics as agreed upon with the EPA PO.

Subtask 4 – Asset Management/Checkup Program for Small Systems (CUPSS): The contractor will work with the Tribes to complete previously initiated asset management/CUPSS programs as well as initiate one or more asset management evaluation of a tribal utility as agreed upon with the EPA PO. Refer to the EPA website (<http://www.epa.gov/cupss>) for CUPSS program information.

Part III - Other Special Information: For all site visits, the Contractor shall inform the PWS owner and utility representatives that they are contract employees (not EPA employees) who have been hired by EPA to provide EPA services. At all times, the Contractor shall be courteous to the PWS and tribal staff and any other personnel involved with the project.

If the Contractor observes that a PWS is not complying with any of the drinking water regulations or, if conditions at the facility pose an immediate public health risk, the Contractor will immediately inform the EPA PO.

The Contractor will participate in monthly conference calls scheduled by the EPA PO to discuss and coordinate activities across Region 5 Indian Country. Additionally, the Contractor will be required to participate in an orientation coordination meeting held at Region 5 offices.

Some written work requests will require an expedited response within a practical time frame.

All work performed by the Contractor shall be done in accordance with pertinent Occupational Safety and Health Administration requirements.

Deliverables: The Contractor shall prepare a brief written report for each site visit. The reports must contain the following features:

- They must be provided in a Microsoft Word format, and address technical, managerial and financial needs as appropriate.

- Any photos must be inserted into a MS Word document.

- They must include goals, obstacles, impediments, accomplishments, findings, recommendations, and conclusions.

- They must be addressed to the EPA PO. Email the reports to Pycha.Charles@epa.gov.

- They must be prepared, sent, and received by EPA within one month of the on-site visit or task completion.

Monthly Progress Reports: The Contractor shall prepare monthly progress reports and submit them to the EPA PO no later than 15 days after the end of the month. The monthly reports will report on the work projects and activities conducted for each tribe. The monthly report shall include a current and cumulative financial summary for work that has been performed. The monthly report shall also include a brief description of projects and activities to be conducted in the following month.

Final Report: At the end of the contract period, the Contractor shall prepare a brief report summarizing the work completed under each task listed above. All field data collected and all system information on unfinished tasks will be sent to the EPA PO. Additional reporting requirements are specified under specific areas of responsibility.